

# MUIC Inprocessing Checklist

Unit: _____	Date: _____	Time: _____
Unit Rep: _____	Inprocessed By: _____	

## **Station 1 – Reception**

### Unit Provides:

*This station does not require any documents from the unit*

### Installation Staff Provides:

- ☐ Overview Briefing
- ☐ Notify OPCEN of Unit Arrival

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## **Station 2 – Chaplain**

### Unit Provides:

- ☐ Computerized Unit Manning Roster/Report (UMR)
- ☐ List of soldiers with special religious needs, i.e. particular dietary restrictions due to religious practice

### Installation Staff Provides:

- ☐ Identify if Unit has a Unit Ministry Team
- ☐ Identify Faith Mix
- ☐ Establish church service locations and schedule
- ☐ Identify any special needs of unit members due to religious affiliation

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## **Station 3 – Red Cross**

Unit Provides:

*This station does not require any documents from the unit*

Installation Staff Provides:

☐ General Red Cross info

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## **Station 4 – Facilities Assignment**

Unit Provides:

*This station does not require any documents from the unit*

Installation Staff Provides:

- ☐ Assign billeting
- ☐ Assign dining facilities (as reqd) {DOL Installation Food Service Representative}
- ☐ Assign admin facilities (as reqd)
- ☐ Assign motor pool facilities (as reqd)
- ☐ Assign Arms Room (as reqd)

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## **Station 5 – Personnel Processing**

### Unit Provides:

- ☐ Copy of Unit Mobilization Order
- ☐ Copy of MTOE/TDA
- ☐ Complete Updated USR (DA Form 2715)
- ☐ Computerized Unit Manning Roster/Report (UMR) annotated with:
  - Non-deploying Personnel (and reason)
  - AWOLS and No Shows
  - Positions requiring security clearance
  - Disciplinary Actions
- ☐ DA Form 3986 (Personnel Asset Inventory)
- ☐ Roster of personnel requiring ID Tags
- ☐ Personnel Records (DA 201)

### Installation Staff Provides:

- ☐ Date/Time of SRP
- ☐ Identify required cross-leveling actions

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## **Station 6 – Medical**

### Unit Provides:

- ☐ Class VIII – Medical Supply Requisitions
- ☐ Medical Records
- ☐ Dental Records
- ☐ Health Care provider AR 40-68 Practitioner Credentials Files
- ☐ Alpha Roster showing Immunizations, HIV, and DNA
- ☐ Alpha Roster indicating Eye Exams, Eye Glasses & Optical Inserts
- ☐ Alpha Roster indicating required Physicals

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## **Station 7a – Transportation**

### Unit Provides:

- ☐ Driver Qualification Record (need HMMV's)
- ☐ Unit Movement Officer/NCO Orders
- ☐ HAZMAT Certifier Orders (or qualification)
- ☐ TCACCIS Data (for units that don't have Carson as an SI)

### Installation Staff Provides:

- ☐ Identify on post training transportation requirements

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## **Station 7b – Maintenance**

### Unit Provides:

- ☐ Unit Calibration Coordinator Appointment Orders
- ☐ Printout of items requiring calibration
- ☐ Army Oil Analysis Program Coordinator and alternate Appointment Orders
- ☐ Army Oil Analysis Program Printout of "Component Enrollment"

### Installation Staff Provides:

- ☐ Schedule Weapons Inspection



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## **Station 7c – Supply**

### Unit Provides:

- ☐ Assumption of Command Letter {For each Signature Card}
- ☐ Memorandum for Dining Facility Account
- ☐ DA Form 2765-1 for shortages, sorted by classes of supply or DA Form 3161
- ☐ DA Form 3078 for personal clothing
- ☐ DA Form 3645, Organization Clothing & Equipment (record) shortages
- ☐ Appointment Orders
  - ☐ Property Book Officer
- ☐ DA Form 1687, Delegation of Authority for receipt of supplies and DD Form 577 (Signature Card) for:
  - ☐ Central Issue Facility
  - ☐ TDA/TOE Supplies
  - ☐ Troop Issue Subsistence Activity (TISA)
  - ☐ Ammunition Supply Point (ASP) {To 60<sup>th</sup> Ordnance}

### Installation Staff Provides:

- ☐ Items unit reports short

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## **Station 8 – Command and Control**

### Unit Provides:

- ☐ Assumption of Command Letter
- ☐ Complete updated USR
- ☐ Appointment Orders
  - ☐ Claims Officer
  - ☐ COMSEC Custodian/Alternate
  - ☐ Security Manager
  - ☐ Safety Manager
  - ☐ Telephone Control Officer
  - ☐ Classified Custodian
  - ☐ ISSO (Information Systems Security Officer)
- ☐ DA Form 1687, Delegation of Authority for receipt of supplies and DD Form 577 (Signature Card) for:
  - ☐ Training Aids/Audiovisual
  - ☐ IMSA (Class VIII)
  - ☐ Signal
  - ☐ Engineer Supplies
  - ☐ Real Property
  - ☐ Ammunition Supply Point (ASP)
- ☐ Pending Personnel Actions/Promotions
- ☐ Memorandum stating all Family Care Plans are complete, tested, and copies of each are in current possession of the rear Detachment Commander. Memo should also address the status of the Family Support Group.
- ☐ DA Form 3995 (Change of Address Card)
- ☐ DD Form 577 (Signature Card), as applicable, for:
  - ☐ Classified Courier
  - ☐ Morale Support Fund Rep
  - ☐ Custodian of Classified Documents
- ☐ DD Form 285, Appointment of Military Postal Personnel
  - ☐ Postal Officer
  - ☐ Mail Clerk
  - ☐ Alternate Mail Clerk
- ☐ Personnel Security Clearance Roster for entrance to OPCEN
- ☐ Claims for travel from home to assembly site
- ☐ Roster of personnel requiring security clearances and appropriate forms necessary to obtain a clearance
  - CONFIDENTIAL and SECRET clearance
    - ☐ Proof of citizenship
    - ☐ SF 86 (Electronic Personnel Security Questionnaire)
    - ☐ FD 258 (Fingerprint Card)

# MUIC Inprocessing Checklist

➤ TOP SECRET

- ☐ SF 86 (Electronic Personnel Security Questionnaire Single Scope Background Investigation)
- ☐ DD Form 2221 (Request for release of information)
- ☐ FD 258 (Fingerprint Card)
- ☐ Proof of Citizenship
- ☐ DD Form 1879 (Request for Personal Security Investigation)
- ☐ Roster of personnel requiring courier orders
- ☐ Requirements for handling/storage/destruction of classified material
- ☐ Requirements for computer security issues
- ☐ Requirements for SAEDA/Anti-Terrorist/Intelligence Oversight briefings not conducted at home station
- ☐ DA Form 581, Request for issue and turn-in of Ammunition Basic Load (ABL), AIHQ TAT

Installation Staff Provides:

- ☐ Command & Control Briefing w/administrative guidance
- ☐ Copy of Installation Policy Letters

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## **Station 9 – Training Assessment/Schedule Development**

### Unit Provides:

- ☐ Updated PTSR
- ☐ Latest TAM
- ☐ Complete updated USR (review only, maintain copy w/Garrison)
- ☐ Copy of latest Compliance Inspection
- ☐ Updated Postmobilization Training Schedule/Plan on disk

### Installation Staff Provides:

- ☐ Training Schedule recommendations
- ☐ Daily Training Schedule